

**REQUEST FOR CONSIDERATION
ATTORNEY STUDENT LOAN REPAYMENT INCENTIVE, FY 2005**

Part 1: Attorney and Student Loan Information.
(Privacy Act statement follows Part 2)

Attorney Information.

1.	Name:				2.	SSN:		
2.	DOJ Supervisor's Name and work phone:							
3	DOJ Component and Office of Assignment (e.g., Civil Division/Federal Programs)							
4	Current Employees only: Indicate the date you entered on duty					<div> <div></div> <div>/</div> <div></div> <div>/</div> <div></div> <div>yy</div> </div>		
4a	Incoming attorneys: Indicate the date you are scheduled to enter on duty.		Note: If after September 30, 2005, request must be approved by the Program Administration Panel as an exception to policy as it crosses into the next fiscal year and thus affects availability of funding.			<div> <div></div> <div>/</div> <div></div> <div>/</div> <div></div> <div>yy</div> </div>		
4b	Incoming attorneys only:		Are you an incoming Honors Program attorney?			Yes		
						No		
5.	Annual base salary (Include any pending promotions, step increases, or raises effective as of May 1, 2005. Do not include locality pay.)		<div> <div>\$</div> <div></div> </div> <p>Attorneys paid under Title 5 (i.e., GS attorneys) can determine their base salary by selecting the General Schedule and Locality Pay Tables at www.opm.gov/oca/05tables/. Attorneys paid under Title 23 (i.e., Assistant U.S. Attorneys) can determine their base salary by consulting their Human Relations staff or by visiting www.usa.doj.gov/staffs/ps/specialty/pay_compensation/payinde.html#General</p>					
6.	Type of Appointment and, if term, end date (e.g., permanent; temporary leading to permanent; or term) Consult your HR staff for assistance if needed.		<p><i>Attorneys holding term appointments with less than three years remaining before expiration are not eligible.</i> Many new hires hold 14-month temporary appointments that lead to permanent appointments pending adjudication of background investigations (e.g., Honors Program attorneys except those in 1-2 year fellowships/clerkships).</p>					
7.	If you have not yet entered on duty, are you currently employed by another Federal agency? (Federal Judicial Law Clerks are not considered permanently employed by another Federal agency).		YES					
			NO					

NAME: _____ SSN: _____

8.	Mailing Addresses	Work	
		Home	
9.	Work Telephone Numbers		
10.	Fax number		
11.	E-Mail Addresses	Work	
		Home	

Student Loan Information:

- If loans were consolidated, you must provide documentation from the lender showing that the original loans were qualifying loans.
- If you consolidated your loans with a spouse's loans, you must segregate your qualifying loans and provide supporting documentation for your loans. The burden of explaining/clarifying your loan information so that it is easily understood rests on you.

Complete the block below for **each** of your existing, qualifying loans. **List them in the order you wish the incentive payments to be credited if you are selected for ASLRP.** See the ASLRP policy for information on which loans qualify. If you have more than one outstanding loan, use the loan information continuation page to continue. Note that one block must be completed for each **loan**, even if all loans are with the same **lender**. Provide a letter or statement (dated within 45 days prior to the date this request is submitted) from each **lender** or **loan servicing organization** for each loan indicating that the loan is current and in good standing, with your payment history, and reflecting the current balance. A monthly payment statement or cancelled check will not suffice. An Internet account printout containing the required information is acceptable.

12. Number of qualifying Federal student loans: _____

13. My total qualifying Federal student loan indebtedness total is: \$ _____.
(Do not include information about private loans that are not federally guaranteed.)

14. My 2004 annual payments on qualifying Federal student loans was: \$ _____.
(Calculate this based on the actual amount you paid from January through December of 2004. If you are a recent law school graduate whose loan payments were tolled for a part of that year, please initial the block below).

I am a recent law school graduate. My qualifying Federal student loan repayments were tolled for part of the most recent calendar year.	
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NAME:

15. List the source and amount of any other student loan repayment benefits you receive (e.g., from a law school) in the space below. If none, so state.

16. If you received a student loan repayment incentive from another Federal agency prior to entering on duty, enter the total amount you received and the name of the agency here:

\$ _____ Agency:

Loan 1	Amount of outstanding balance:	\$
	Effective date of above outstanding balance:	
	Loan holder/servicing organization (complete name, address, telephone number) (Remember to attach a statement from the lender showing balance, payments, and account status.)	
	Loan identification number	
	Type of Loan (e.g., Stafford, Direct)	
	Payment amount and frequency (e.g., monthly/quarterly/annually)	\$ _____ per ____
	Due date of the next payment	
	Amount you personally paid between Jan 1 and Dec 31, 2004	\$
	Amount due in 2005	\$

Attach continuation pages as needed to document each qualifying Federal loan.

NAME: _____

STATISTICAL DATA ON RACE, ETHNICITY, NATIONAL ORIGIN AND GENDER

- **Provision of this information is voluntary.**
- **You may elect to provide all, part, or none of the requested information.**

The following information is being collected for statistical purposes only. The provisions of 5 C.F.R. § 537.105(d) require the Department to adhere to merit systems principles. This page will be separated from your request by OARM prior to forwarding to the Program Administration Panel for consideration.

You will be instructed to submit this page as a separate tab (Tab C) to your request. If you elect not to provide any of this information, simply omit Tab C from your request packet.

Gender: **Male** _____ **Female** _____

Race/Ethnicity/National Origin: (Please check all that apply)

African-American/Black	
Asian	
Caucasian/White	
Native American/Alaskan Native	
Native Hawaiian/Pacific Islander	
Hispanic/Latino	
Not Hispanic/Latino	
Other	

NAME:

Please read the certification block carefully before signing and dating. Review the ASLRP policy (www.usdoj.gov/oarm) for clarification if you do not understand the terms of this certification. If you need further assistance, contact OARM.

Certification:

I certify that all the information I provided for ASLRP consideration is true and correct, including data provided in the Justification. I further certify that I am not in default on any qualifying Federal student loan, whether or not listed here. As part of this certification, I attest that:

- I have read and understand the Attorney Student Loan Repayment Program policy.
- I understand that the ASLRP is an agency incentive program, not an entitlement.
- I understand that ASLRP payments are subject to tax and withholdings, which are deducted before payment is issued to the loan holder.
- I am aware of the eligibility requirements, the “matching funds” provisions, the possible impact of moving to a new position within the Department after selection, and the requirement to continue making personal loan repayments.
- I understand that the Department does not guarantee future incentive payments beyond FY 2005.
- I understand that acceptance of ASLRP funding triggers a three-year service obligation and that all payments issued on my behalf (pre-tax amounts) may be recouped if I fail to complete my service agreement.
- I certify that there are no performance or discipline issues that render me ineligible for this program.
- I understand that I may be subject to administrative and/or disciplinary action, including but not limited to termination of the loan repayment incentive, if I provide false information.

Signature	
Date	